

**BY ORDER OF
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 36-145**

26 NOVEMBER 1997



Personnel

***PROCEDURES AND CRITERIA FOR PCE FACULTY RE-
APPOINTMENT, ACADEMIC PROMOTION, TENURE, SALARY STEP
ADJUSTMENT, AND MERIT AWARDS***

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This instruction establishes the requirements and procedures for the reappointment, academic promotion, award of tenure, salary step adjustment, and merit awards for civilian faculty members appointed prior to 1 October 1994 in the professional continuing education (PCE) schools of the Air Force Institute of Technology (AFIT). It contains information needed by commanders, staff, servicing civilian personnel flight and supervisors of civilian employees in positions paid from appropriated funds.

SUMMARY OF REVISIONS

This instruction adds policy guidance for AFIT Faculty Pay Plan (FPP) civilian faculty members in the PCE schools.

1. General. The academic rank and associated salary scale system for the Institute is authorized by Title 10, United States Code, Section 9314; Air Force Instruction 36-804, Civilian Faculty Pay Plan for Air University and the USAF Academy; and AFI 36-804/Air University Supplement 1, Air University Civilian Faculty Pay Plan Procedures. Faculty reappointment, promotion and tenure criteria and general procedures, including annual merit-step salary adjustments, and annual merit-bonus awards are contained in the Air Force Instruction and the Air University Supplement. Internal AFIT procedures for operation under this instruction follow.

2. Responsibilities. Responsibility for civilian faculty reappointment, award of tenure, academic promotion, merit salary adjustment, and award of merit performance bonuses is vested in the Air University Commander. The Institute will establish necessary internal procedures involving faculty governance, academic administration, and necessary support directorates to

assure that all appropriate and required personnel system requirements are observed prior to transmission to the 88 SPTG/DPC for implementation.

2.1. In addition to other Institute governance and administrative elements, the PCE Advisory Council exists to advise the Commandant on faculty personnel matters. Responsibilities of the council will include, but not be limited to:

2.1.1. Periodic review and evaluation of the operation of the FPP personnel system.

2.1.2. Interpretation of criteria for the award of tenure and for academic rank promotion.

2.1.3. Review, each year, of all reappointment, academic rank promotion, and tenure recommendations by the PCE schools. This review shall include academic credentials and performance, institutional consistency issues, and other relevant matters.

2.2. The PCE Advisory Council consists of four voting members: AFIT Director of Academic Affairs (Chair), Vice Commandant, and Dean of the Civil Engineer and Services School, and Dean of the School Systems and Logistics.

3. Reappointments, Academic Promotions, And Tenure. General Air University criteria for reappointment, promotion in academic rank, and the award of tenure are contained in AFI 36-804 and are supplemented by the Air University supplement and the institutional criteria contained herein. Further, supplemental criteria and specific procedures for recommendations for each PCE school are contained in school interpretive guidelines which have been developed by the respective faculty and dean. These establish internal processes for faculty and administration to review and provide recommendations concerning each proposed reappointment, academic rank promotion and award of tenure. Each proposal, along with all intervening recommendations and the recommendation of the school dean, shall be forwarded to the Director of Academic Affairs unless the individual who initiated the proposal elects to withdraw from further consideration. The Director of Academic Affairs, in turn, forwards them to the PCE Advisory Council. All recommendations, including the recommendations of the advisory council, are then forwarded by the Director of Academic Affairs to the Commandant. The Commandant's recommendations are then given through AU/CA to the Commander of Air University who is the final authority. The nominal time sequence for promotion recommendations is given in Attachment 1.

3.1. The total number of PCE faculty members (including Administrative Faculty) with the academic ranks of Associate Professor and Professor cannot exceed a maximum limit recommended by the AFIT Commandant and approved by AU/CC.

3.2. The timing for reappointments and tenure recommendations are based on the individual's initial appointment anniversary date. Information will be presented according to the timeline given in Attachment 2 and in the form outlined in Attachment 3. Non-reappointments may be initiated at any time prior to the end of the sixth year of service (but normally no later than the end of the third year of service for individuals who have three or more recent years of relevant experience at another educational institution or as a military

faculty member at AFIT). Advance notice of employment termination must be in compliance with AFI 36-804, AU Supplement 1. There should be no further consideration of the appointment status of an individual once notification of termination has been given. Formal official notice of non-reappointment and termination is given in writing by the Director of Academic Affairs.

4. Salary Step Adjustments and Merit Performance Bonuses.

4.1. Allocations to the PCE schools shall be made on an equitable basis by the AFIT Commandant. Allocations within the schools shall be made in accordance with established school procedures.

4.2. Approximately ten percent of the total merit steps will be reserved by the Commandant who will distribute them with the advice of the resident school deans and the Director of Academic Affairs to ensure overall Institute equity in performance adjustments and to recognize unusual accomplishment.

4.3. Decisions on promotion in academic rank shall be made prior to the distribution of merit steps and promotion step increases will be awarded from the respective school merit step allocations.

4.4. Individual faculty will be evaluated by department heads following procedures established in AFI 36-804, Attachment 3, Civilian Faculty Performance Appraisal System. Each faculty member will develop with his/her department head a performance plan stating expected duties and projected accomplishments for each year. The general format of this plan will be made specific on an individual basis. This plan will be modified or adjusted by mutual agreement if changes in requirements develop or evolve during the performance year. The department head will be responsible for evaluating each faculty member and, with documented justification, providing merit step recommendations to the dean.

4.5. The dean of each school will review departmental merit step recommendations and, in consultation with school department heads, adjust for school consistency and equity (if necessary). A brief justification will accompany each recommendation for two or more merit steps. The deans may request special step allocations against the Commandant's reserve.

4.6. Annual merit performance bonuses will be granted to the extent that funds are available. School deans will review departmental recommendations and recommend to the Commandant candidates for consideration. Merit bonuses will be established concurrently with merit step determination and approval.

4.7. The nominal time sequence for merit salary adjustments and merit bonuses is given in Attachment 1.

5. Academic Ranks for PCE Faculty. PCE faculty appointed prior to 1 October 1994 hold one of four academic ranks. These are Instructor (Continuing Education), Assistant Professor

(Continuing Education), Associate Professor (Continuing Education), or Professor (Continuing Education).

6. Award of Tenure. Recommendations for the award of tenure are normally not made prior to the end of the sixth year of service (third year of service for individuals who have three or more recent years of relevant experience at another educational institution or as a military faculty member at AFIT. A recommendation for the award of tenure implies the expectation of continued professional growth of the individual as well as the expectation of continued need for the individual's expertise within the respective school.

7. PCE Faculty Appointed After 1 October 1994. PCE faculty hired after 1 October 1994 will be hired on the General Schedule. FPP provisions of AFI 36-804, Air University Supplement 1, and this instruction do not apply to General Schedule employees. Neither will there be academic rank or tenure consideration for General Schedule employees appointed after 1 October 1994. PCE faculty hired after 1 October 1994 will hold positions which have been given descriptive, non-professorial duty titles (e.g., instructor, course director, deputy department head, department head, or other appropriate administrative title).

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Attachments:

1. Nominal Time Sequence - Academic Rank, Merit Salary Adjustments, and Merit Bonuses
2. Civilian Faculty Reappointment/Tenure Process

ATTACHMENT 1**TIME SEQUENCE****ACADEMIC RANK, MERIT SALARY ADJUSTMENTS, AND MERIT BONUSES****A1.1. Academic Rank Promotion:**

1 Oct - 14 Mar	Prepare academic rank promotion recommendation package; individual and departmental action.
15 Mar - 14 Apr	School evaluation and recommendation to Commandant.
15 Apr - 1 May	Commandant/Institute-level evaluation and decision.
2 May - 15 May	Commandant recommendations to AU/CC.
16 May - 15 Jun	AU/CA coordination and AU/CC decision.
15 Jul	Commandant announces approved actions.

A1.2. Merit Salary Adjustments:

15 May - 31 May	Commandant issues bonuses, salary adjustment guidelines, and initial school allocations. Deans allocate to departments.
1 Jun - 15 Jun	Department heads evaluate faculty and recommend bonuses and salary adjustments to school dean.
16 Jun - 30 Jun	School deans review and adjust departmental recommendations (as required).
1 Jul - 15 Jul	Commandant/staff review (with adjustments as required) of school recommendations.
16 Jul - 31 Jul	Summary of Commandant's decisions to AU/CC.
1 Aug - 30 Aug	AU/CA coordination and AU/CC review of Commandant's decisions.
1 Oct	Salary adjustments and promotions effective.

ATTACHMENT 2
CIVILIAN FACULTY
REAPPOINTMENT/TENURE PROCESS

NOTE: T = Not to exceed date of current temporary appointment

T - 150 days	Prepare and Process Reappointment or Tenure Package IAW School Guidelines.
T - 105	School Evaluation and recommendation to AFIT/MSC.
T - 90	Staff Review and Recommendation to Air University Provost for Coordination.
T - 75	Commandant Decision to School Dean.
T - 60	Department Head Prepares SF 52, Request for Personnel Action, for Dean's Signature and Transmission to AFIT/MSC.
T - 45	SF 52, Request for Personnel Action, to Civilian Personnel Division.
T+1	Effective date of Reappointment or Tenure.